



RECRUITMENT SPECIALIST (PUNTA CANA). PUNTA CANA, DOMINICAN REPUBLIC (THE) / HYBRID WORK

ABOUT COMPANY:

FL Technics is a global provider of tailor-made services for aircraft maintenance, repair, and overhaul (MRO), delivering solutions to commercial aviation customers worldwide. FL Technics operates in a vast network of representative offices, hangars, and shop facilities, as well as the largest independent line maintenance stations network across Europe, Asia Pacific, Africa, the Middle East, Canada, and is now expanding to the Caribbean. FL Technics is part of Avia Solutions Group, the world's largest ACMI provider.

With the continued growth of our operations in Punta Cana, Dominican Republic, we are looking for a Recruitment Specialist to join our People & Culture team. In this role, you will take ownership of the full recruitment cycle, helping us attract top talent and build high-performing teams for our growing MRO operations.

YOUR TASKS:

- Create, publish, and manage job advertisements across multiple recruitment channels (LinkedIn, local job boards, social media, and other sourcing platforms);
- Manage the full-cycle recruitment process for technical and non-technical positions;
- Source, screen, and shortlist qualified candidates;
- Conduct interviews and coordinate interviews with hiring managers;
- Maintain regular communication with candidates throughout the recruitment process and ensure an excellent candidate experience;
- Collect interview feedback and coordinate hiring decisions with managers;
- Prepare and present job offers, negotiate employment terms, and manage the offer acceptance process;
- Prepare employment contracts and other hiring documentation;
- Coordinate pre-employment documentation and onboarding activities for new employees;
- Welcome new hires and support their onboarding into the company;
- Maintain accurate recruitment records and employee data in ATS and HR systems;
- Support employer branding initiatives by representing the company at recruitment events, job fairs, and on social media;
- Build and maintain a strong talent pipeline for future hiring needs.

WHAT YOU SHOULD BRING:

- Minimum 2 years of experience in recruitment and HR operations;
- Strong communication skills, both written and verbal, in English and Spanish;
- Attention to detail, ability to organize and prioritize tasks;

- Comfortable working in a fast-paced environment with multiple tasks at once;
- Knowledge of Dominican Republic labor laws;
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook);
- Positive attitude, team player mindset, and focus on candidate experience.

WORKING AT FL TECHNICS:

- Global Exposure - At FL Technics, we open doors to a world of boundless opportunities. Leading global group companies - from Vilnius to Canada, we are at the center of the MRO industry.
- Aviation Industry - where passion meets purpose. In this dynamic and ever-evolving industry, you will be part of a team that shares a deep love for aviation passion that unites us and fuels our determination to achieve greatness.
- Grow to Glow mindset - We believe in nurturing our employees' potential and investing in their growth. Our Grow to Glow goal is centered around providing access to continuous learning and development opportunities.
- Stay Well focus - At FL Technics, we understand that a healthy and balanced employee is a successful employee. We focus on promoting well-being and overall mental and physical health.
- Enjoy What You Do attitude - We strongly believe that a positive and enjoyable work environment enhances creativity and productivity.

Seize this opportunity to soar to new heights with FL Technics! Apply now and be part of a globally acclaimed team shaping the future of aviation.

FL Technics is a global provider of tailor-made services for aircraft maintenance, repair, and overhaul (MRO), delivering solutions to commercial aviation customers worldwide. With more than 2500 employees FL Technics operates in a vast network of representative offices, hangars, and shop facilities, as well as the largest independent line maintenance stations network across Europe, Asia Pacific, Africa, the Middle East, and Canada.